



EMPLOYMENT OPPORTUNITIES

CITY OF MINNEAPOLIS
City of Minneapolis Human Resources Department
250 South 4th Street, Room #100
Minneapolis, MN 55415
(612) 673-2282
<http://www.minneapolismn.gov/jobs>

Employment Opportunities as of Monday, May 2, 2016

Job #	Job Title	Job Type	Salary	Issue Date	Filing Date
2016-00122	Associate Contract Administrator	Full-time	\$53,135.00 - \$73,468.00 annually	04/15/16	05/09/16

Department:

CPED

Position Description:

Support the efforts of the Business Development group at the Department of Community Planning and Economic Development (CPED) to create an economically thriving city for everyone. Perform contract administration duties for smaller less complex contracts, agreements, and requests for proposals (RFP), and assist with larger more complicated projects.

The Business Development group at CPED supports the success of businesses, entrepreneurs, and commercial districts throughout Minneapolis with a range of projects and programs.

THE ELIGIBLE LIST WILL EXPIRE THREE (3) MONTHS AFTER IT HAS BEEN ESTABLISHED.

2016-00166	City Urban Designer	Full-time	\$51,545.00 - \$71,337.00 annually	05/02/16	05/23/16
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Department:

CPED

Position Description:

This position will perform professional urban design work related to the City's priorities and comprehensive plan requiring excellent graphic, analytical and communication skills; and serve as a resource for research, planning and urban design initiatives.

2016-00171	Contract Compliance Officer	Full-time	\$25.01 - \$34.86 hourly	04/27/16	05/09/16
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Department:

CIVIL RIGHTS

Position Description:

Conduct and lead others in conducting desk review and on site investigation of contractors' compliance with Chapter 139.50 of the Ordinances and applicable equal employment opportunity regulations within the geographic area of the City of Minneapolis.

THE ELIGIBLE LIST WILL EXPIRE 2 MONTHS AFTER IT IS ESTABLISHED

2016-00062	Custodian, Property Services (T)	Intermittent	\$13.84 - \$16.76 hourly	02/11/16	Continuous
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Department:

Finance & Property Services

Position Description:

This job opportunity does not guarantee full-time permanent City employment or benefits.

NATURE OF WORK

The Custodial Services Team is responsible for maintaining a safe, clean and healthy environment at the locations we are assigned to clean as well as upkeep of the exterior grounds and safety related issues (some minor snow and ice removal in winter months) as assigned.

This posting has been amended to extend the application period. The initial review of applications will take place after Friday, March 11, 2016. However, the posting will remain open until further notice.

2016-00159	Director Contract Compliance	Full-time	\$87,486.00 - \$103,709.00 annually	04/19/16 05/04/16
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Department:

CIVIL RIGHTS

Position Description:

Provide leadership to the Contract Compliance Division of the Civil Rights Department whose mission is to ensure that City of Minneapolis procurement of construction and development services, commodities and supplies, and professional and technical services includes women, minorities, and low income workers and businesses.

THE ELIGIBLE LIST WILL EXPIRE THREE (3) MONTHS AFTER IT IS ESTABLISHED.

2016-00180	Economic Research Analyst	Full-time	\$64,249.00 - \$88,157.00 annually	05/02/16 05/13/16
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Department:

CPED

Position Description:

This position will perform research, data analysis, and forecasting on housing market trends and opportunities, as well as managing and analyzing data on Community Planning & Economic Development (CPED) project investments and outcome.

2016-00068	Elections Support Specialist I - Absentee Voting	Full-time	\$17.19 - \$18.46 hourly	02/23/16 Continuous
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Department:

CITY CLERK

Position Description:

Assist with various Election activities: customer service, assist voters, process absentee ballots, answer phones, provide election information to the public, prepare election materials, and general clerical duties as needed.

Elections will be hiring Seasonal Election Support Specialists through September.
These are temporary positions from 6/1/16 through 8/15/16 and 9/1/16 through 12/1/16.

2016-00073	Elections Support Specialist II - Absentee Voting	Full-time	\$17.71 - \$19.52 hourly	02/23/16 Continuous
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Department:

CITY CLERK

Position Description:

Act as a lead and perform a wide variety of duties and activities related to the administration of elections, processing and analyzing voter data and absentee voting documents, maintain and update information in Election Management System (EMS) and Statewide Voter Registration System (SVRS), recruit and assign election judges, and perform other election-related duties as assigned.

Elections will be hiring Seasonal Election Support Specialists through September. These are full-time positions from 6/1/16 through 8/15/16 and 9/1/16 through 12/1/16.

2016-00117	Engineering Technician III	Full-time	\$22.24 - \$31.38 hourly	05/02/16 05/13/16
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Department:

Public Works

Position Description:

The City of Minneapolis Public Works department has three (3) vacancies for an Engineering Technician III. Two (2) positions are located in Bridges/Pathways and one (1) position is located in Survey Party Chief.

Perform specialized high level technical support and design work, act a liaison with other parties for the Professional Engineer in the field, and act as lead Inspector or Survey Party Chief on field crews performing construction inspection and various surveys.

2016-00158	Graphics Designer I (Engineering)	Full-time	\$20.91 - \$28.24 hourly	04/28/16 05/13/16
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Department:

PW - Trans Engineering & Design

Position Description:

Develop, layout, and create multimedia graphics work in producing maps, engineering project layouts, brochures, models, websites, presentations, and other visual communication.

This position is located in the Transportation, Engineering and Design Division of the Public Works Department.

The eligible list will expire upon hire.

2016-00176	HR Generalist/Business Partner	Full-time	\$69,212.00 - \$88,294.00 annually	05/02/16 05/16/16
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Department:

HUMAN RESOURCES

Position Description:

The Human Resources Generalist acts as a strategic business partner and change agent in advising management in designated business units on aligning business objectives with employee and management goals. Serves as consultant to management and seeks to develop integrated solutions on Human Resources related issues.

2016-00145	Manager of Residential Finance	Full-time	\$80,156.00 - \$103,098.00 annually	04/11/16 05/03/16
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Department:

CPED

Position Description:

The application closing date has been extended to 5/3/2016 11:59 P.M.

This position will manage the Single Family or the Multi-Family Housing Development Division of the Community Planning and Economic Development (CPED) Department.

THE ELIGIBLE LIST WILL EXPIRE FOUR (4) MONTHS AFTER IT IS ESTABLISHED.

2016-00149	Media Relations Coordinator	Full-time	\$53,135.00 - \$73,468.00 annually	04/18/16 05/02/16
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Department:
COMMUNICATIONS

Position Description:

Minneapolis is a growing and vibrant world-class city with a flourishing economy and a pristine environment, where all people are safe, healthy and have equitable opportunities for success and happiness.

Minneapolis Goals & Strategic Directions:

- **Living well:** Minneapolis is safe and livable and has an active and connected way of life.
- **One Minneapolis:** Disparities are eliminated so all Minneapolis residents can participate and prosper.
- **A hub of economic activity and innovation:** Businesses - big and small - start, move, stay and grow here.
- **Great Places:** Natural and built spaces work together and our environment is protected.
- **A City that works:** City government runs well and connects to the community it serves.

The Media Relations Coordinator develops and executes communications plans in collaboration with City department staff across the enterprise, responds to media requests, and provides media and communication services to City government. This fast-paced, strategic position is an essential part of the Communications Department, working with multiple stakeholders to respond to media questions and data requests. The Media Relations Coordinator helps manage media calls and requests, news conferences, and other media events, and serves as a City spokesperson to print, broadcast, digital and social media as appropriate.

This position requires night and weekend work and on-call status as needed.

The eligible list will expire six months after being established.

2016-00114	Program Aide II	Full-time	\$20.17 - \$27.38 hourly	03/21/16 05/06/16
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Department:
CITY CLERK

Position Description:

Assist with the planning, development, implementation and supervision of task assignments for staff of various departmental programs and special community improvement programs.

These are temporary positions from 6/1/16 through 8/15/16 and 9/1/16 through 12/1/16 and will require some weekends and evenings.

2015-00396	Senior Applications Analyst - PeopleSoft Financials Developer	Full-time	\$68,730.00 - \$94,594.00 annually	04/21/16 05/07/16
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Department:
INFORMATION TECHNOLOGY

Position Description:

Salary note: This position is subject to a market adjustment over and above the salary listed above. A market adjustment of up to \$25,000 may be considered depending on qualifications.

There is currently one (1) exempt, full-time vacancy to be filled in the ERP Division of the City of Minneapolis IT department. The Senior Applications Analyst (Financials / Supply Chain Administrator (FSCM) / Developer), located in Information Technology department, provides IT services to the City of Minneapolis Finance Department, and related City departments.

The eligible list will expire one month after being established.

2016-00139	Water Treatment Operator - C	Full-time	\$26.72 - \$28.37 hourly	05/02/16 05/15/16
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Department:

PW - WATER TREATMENT & DISTR.

Position Description:

Operate a wide variety of pumps, valves, and pipes used in the water production system impacting pumping stations, chemical water treatment systems, dewatering facilities, lagoons, and lift stations. Monitor chemical dosage levels and operate chemical feed equipment to ensure proper functioning and application of chemicals.

Availability: The Minneapolis drinking water utility is a 24 hours a day, 7 days a week operation. The person filling this position must be willing to work fixed or rotating shift assignments, 24 hours a day and 365 days per year including weekends and holidays and be willing and able to work unanticipated, extended shifts until relieved by another employee.

Promotional Opportunities

Job #	Job Title	Job Type	Salary	Issue Date	Filing Date
2016-00077	Coordinator Volunteers & Community Partnership	Full-time	\$53,135.00 - \$73,468.00 annually	04/27/16	05/06/16

Department:

REGULATORY SERVICES

Position Description:

Coordinate and oversee volunteer programs and promote program activities by working with community organizations and neighborhood groups.

2016-00138	PW Service Worker II Apprenticeship Program (Amended)	Full-time	\$25.97 - \$28.87 hourly	04/11/16 05/08/16
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Department:

PW - FLEET SERVICES

Position Description:

The application closing date has been extended to 5/8/2016 11:59 P.M.

This position is restricted to employees within the Public Works Department.

The Fleet Services Division of the Public Works Department is accepting applications for the full-time Public Works Service Worker II apprenticeship program. Upon successful completion of the 4,000-hour full-time apprenticeship program and passing an evaluation of their skills, candidates will be promoted to a vacant Public Works Service Worker II position. There are currently two apprentice vacancies to be filled.

NOTE: Candidates are expected to commit to completing the 4,000 hours.

The computer lab located in the Public Service Center Building, 250 South 4th Street, Room 13B, will be available on Tuesday, April 19, 2016 from 7:30 am to 9:30 am for those needing access to a computer or assistance to complete the online application.

Eligible list will expire upon hire

2016-00143	Public Health Specialist I - Research Assistant	Full-time	\$21.72 - \$30.32 hourly	04/21/16 05/02/16
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Department:

MINNEAPOLIS HEALTH DEPARTMENT

Position Description:

This exam is restricted to current employees of the Minneapolis Health Department.

The Public Health Specialist I - Research Assistant position assists the Research and Evaluation Division Director and Senior Public Health Researchers/Epidemiologists in conducting a variety of research and program evaluation projects. Key activities will include: coordinating project logistics such as recruitment of research subjects, scheduling interviews and focus groups, and preparation and tracking of research-related documentation; conducting in-person or telephone interviews and/or facilitating focus groups with study participants; planning and attending project-related community engagement activities and meetings; and participating in other required department-wide meetings, trainings and exercises.

This position is a fulltime non-exempt position that reports to the Director of Research and Evaluation and will also receive specific project direction from Senior Public Health Researcher/Epidemiologists.

The eligible list created from this exam will expire one (1) month after being established.